

United States Postal Service

§ 222.1

of the Postmaster General. The following officers are appointed by the Postmaster General:

- (1) Associate Postmaster General;
- (2) Senior Assistant Postmasters General;
- (3) Assistant Postmasters General;
- (4) The General Counsel and Deputy General Counsel;
- (5) The Consumer Advocate;
- (6) The Chief Postal Inspector;
- (7) The Judicial Officer;
- (8) The Executive Assistant to the Postmaster General;
- (9) The Treasurer; and
- (10) The Regional Postmasters General.

(b) The number of SAPMGs and APMGs is set by resolution of the Board of Governors.

(c) The Postmaster General, in consultation with the Governors of the Postal Service, shall appoint the Chief Postal Inspector. With the concurrence of the Governors of the Postal Service, the Postmaster General may remove the Chief Postal Inspector or transfer the Chief Postal Inspector to another position or location in the Postal Service. If the Chief Postal Inspector is removed or transferred, the Postmaster General shall promptly notify both House of Congress in writing of the reasons for such removal or transfer.

[51 FR 40797, Nov. 10, 1986, as amended at 56 FR 55823, Oct. 30, 1991]

§ 221.9 Postal Service emblem.

The Postal Service emblem, which is identical with the seal, is registered as a trademark and service mark by the U.S. Patent Office. Except for the emblem on official stationery, the emblem must bear one of the following notations: "Reg. U.S. Pat. Off.", "Registered in U.S. Patent Office", or the letter R enclosed within a circle.

[59 FR 18454, Apr. 18, 1994]

PART 222—DELEGATIONS OF AUTHORITY

Sec.

- 222.1 Authority for delegation.
- 222.2 Media of delegation.
- 222.3 Contents of delegations.
- 222.4 Redefinition.

222.5 Authority to approve personnel actions and administer oaths of office for employment.

222.6 Authority to administer oaths other than for employment.

222.7 Authority to designate certifying officers—headquarters.

222.8 Authority to designate certifying officers—field.

222.9 Delegation of authority to the Senior Assistant Postmaster General, Finance.

222.10 Delegation of authority to the APMG, International Postal Affairs Department.

AUTHORITY: 39 U.S.C. 203, 204, 401(2), 402, 403, 404, 409; Inspector General Act of 1978, as amended (Pub. L. No. 95-452, as amended), 5 U.S.C. App. 3.

SOURCE: 38 FR 20404, July 31, 1973, unless otherwise noted.

§ 222.1 Authority for delegation.

(a) The Postmaster General is empowered to authorize any employee or agent of the Service to exercise any function vested in the Postal Service, in the PMG, or in any other Postal Service employee.

(b) The Deputy Postmaster General is the full alternate to the Postmaster General.

(c) When, by reason of absence, disability, or vacancy in office, neither the Postmaster General nor the Deputy Postmaster General can act as Postmaster General, the first available official on the following list will do so:

- (1) Associate Postmaster General;
- (2) Senior Assistant Postmaster General, Operations Support.

(d) The Postmaster General has been authorized by the Board of Governors to exercise the powers of the Postal Service to the full extent that such exercise is lawful. See §§3.5 and 4.3 of this chapter.

(e) The Associate Postmasters General; the SAPMGs; the Chief Postal Inspector; the General Counsel; the Assistant Postmaster General, Planning; and the Executive Assistant to the Postmaster General, act for the Postmaster General on assigned matters. These officers are authorized to exercise the powers and functions of the Postal Service under the Postal Reorganization Act, in respect to matters within their area of responsibility, except as limited by law or by the specific terms of their assignment.

§ 222.2

39 CFR Ch. I (7–1–02 Edition)

(f) Heads of departments or offices who report to a Senior Assistant Postmaster General are authorized to exercise the powers and functions of that SAPMG within the area of responsibility of their department or office, except as such authority may be reserved or rescinded by the SAPMG or is limited by law or the terms of their specific assignment.

[38 FR 20404, July 31, 1973, as amended at 46 FR 34330, July 1, 1981; 48 FR 1965, Dec. 17, 1983; 48 FR 30111, June 30, 1983; 51 FR 40797, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.2 Media of delegation.

(a) All delegations of authority must be issued through official directives.

(b) Headquarters or regional officials shall not orally authorize postmasters to deviate from published instructions, except in emergencies. An oral authorization must be confirmed by a memorandum or order dated subsequent to the issuance date of the most recently published instructions on the subject. Postal inspectors shall charge as irregularities any improperly authorized deviations observed in the course of office inspections.

[38 FR 20404, July 31, 1973, as amended at 51 FR 40797, Nov. 10, 1986]

§ 222.3 Contents of delegations.

(a) Delegations of authority shall ordinarily be made by position title rather than by name of the individual involved. An officer or executive acting in the absence of a principal has the principal's full authority.

(b) When authority is delegated to an officer, the officers above that officer shall have the same authority. Delegated authority shall not extend to aides except when an aide serves on an acting basis (see paragraph (a) of this section) or unless the aide is specifically authorized by the superior to exercise such authority.

(c) A delegation must agree with the law and regulations under which it is made and contain such specific limiting conditions as may be appropriate.

[51 FR 40797, Nov. 10, 1986]

§ 222.4 Redelegation.

(a) Except as otherwise prohibited by law, or by a regulation that expressly

prohibits redelegation, or by the terms of the delegation:

(1) Heads of groups, functions, or offices at Headquarters are authorized to redelegate any authority vested in them.

(2) Regional Postmasters General or heads of regional departments are authorized to redelegate any authority vested in them subject to the condition that redelegation to members of a regional staff must be consistent with the then current regional organizational structure.

(3) Field division general managers/postmasters are authorized to redelegate, subject to or within guidelines issued by the RPMG, any authority vested in them, provided that the redelegation is consistent with the current organizational structure.

(4) Postal data center (PDC) directors are authorized to redelegate any authority vested in them.

(5) Heads of MSCs and other field installations are authorized to redelegate to members of their respective staffs any authority vested in them.

[51 FR 40797, Nov. 10, 1986, as amended at 54 FR 29707, July 14, 1989]

§ 222.5 Authority to approve personnel actions and administer oaths of office for employment.

(a) *Delegation.* The following are authorized to effect appointments, administer oaths of office for employment, and take other personnel actions:

(1) Senior Assistant Postmaster General, Human Resources, Assistant Postmasters General, Employee Relations Department and Labor Relations Department;

(2) Chief Postal Inspector;

(3) Regional Chief Postal Inspectors;

(4) Postal Inspectors-in-Charge;

(5) Regional Postmasters General;

(6) Heads of postal field installations including those reporting directly to specified departments in Headquarters or to Regional Postmasters General;

(7) Officials occupying personnel services positions EAS-15 and above, when their positions include responsibility for functions such as recruitment, appointments, replacements, position changes and separations, and related personnel processing.

United States Postal Service

§ 222.7

(b) *Personnel actions for employees of "other installations."* As specifically authorized by either the Senior Assistant Postmaster General, Human Resources or a Regional Postmaster General, officers and employees listed in paragraph (a) of this section may approve personnel actions for employees in offices or installations other than their own as a cross-service, as a central personnel office, or on a special need basis.

(c) *Transfers of accountability.* In addition to other personnel authorized under this section, associate office coordinators at field divisions and management sectional centers may administer oaths of office for employment at any post office in conjunction with transfers of accountability of postmasters.

[38 FR 20404, July 31, 1973, as amended at 40 FR 13498, Mar. 27, 1975; 43 FR 29117, July 6, 1978; 51 FR 40798, Nov. 10, 1986; 54 FR 29707, July 14, 1989; 63 FR 9943, Feb. 27, 1998]

§ 222.6 Authority to administer oaths other than for employment.

The following are authorized to administer oaths concerning matters other than employment:

(a) Postal inspectors with regard to any matter coming before them in the performance of their official duties;

(b) Any member of a board who is assigned to conduct hearings or investigations in which sworn testimony, affidavits, or depositions are required and each officer or employee assigned to conduct such hearings or investigations;

(c) *Postmasters' authority.* Postmasters are required, empowered, and authorized, when requested, to administer oaths with a like force and effect as officials having a seal, as follows:

(1) *Expense accounts.* Accounts for travel or other expenses against the United States.

(2) *Customs documents.* At post offices where customs officers are not stationed, any oath required to be made to statements in customs documents by importers of merchandise by mail, not exceeding \$100 in value.

(3) *Recruitments for Job Training Programs.* Oaths of office to prospective Job Training Programs enrollees.

(4) *Fees.* Do not collect fees for these services. The United States will not re-

imburse postal employees for fees paid for administering oaths.

(d) *Postmasters in Alaska as notaries public.* (1) Administer oaths and affirmations; take acknowledgments and make and execute certificates thereof; and perform all other functions of a notary public within Alaska whenever a certification is necessary to comply with any Act of Congress or of the Legislature of Alaska.

(2) When executing certificates of oath, affirmation, or acknowledgment, and the title "Postmaster" after your signature and give the name of the post office and date document is executed. Place legible postmark impression of the post office on the document.

(3) Keep a record of all deeds and other instruments of writing acknowledged, relating to the title to or transfer of property. This record shall be available to your successors, and shall be subject to public inspection.

(e) *Fees for notarial service.* An officer or employee who is a notary public shall not charge or receive compensation for notarial services for another officer or employee regarding Government business; nor for notarial services for any person during the hours of the notary's services to the Government, including the lunch period.

(39 U.S.C. 401)

[36 FR 4767, Mar. 12, 1971. Redesignated at 38 FR 20327, July 31, 1973. 38 FR 20404, July 31, 1973, as amended at 40 FR 26511, June 24, 1975; 51 FR 40798, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.7 Authority to designate certifying officers—headquarters.

(a) *Delegation.* The following are authorized to designate certifying officers at Headquarters for the items specified:

(1) *The Chief Postal Inspector, for:* (i) Payment from his special deposit account; (ii) disbursements for rewards based on Postmaster General Notices of Reward; (iii) payments from confidential funds; (iv) salary payments for Special Investigations Division; (v) advances of funds for confidential purposes; (vi) inspection service, travel advances, transportation of things; and (vii) payments for special analyses and services.

§ 222.8

39 CFR Ch. I (7–1–02 Edition)

(2) The General Counsel certifies payments relating to tort claims and claims under 39 U.S.C. 2603.

(3) The Senior Assistant Postmaster General, Finance, certifies all payments not covered by paragraphs (a) (1) and (2) of this section.

(b) *Redelegation.* The officials named in paragraph (a) of this section are authorized to redelegate their authority to designate certifying officers. The re-delegation shall be made by letter to the appropriate Postal Data Center disbursing officer and must bear the specimen signature of the person to whom the authority is redelegated.

(c) *Designating certifying officers—(1) Inspection Service and Law Department.* Officials authorized to designate certifying officers (see paragraph (a) of this section) will complete SF 210, Signature/Designation Card for Certifying Officer, in duplicate for each Postal Data Center officer affected to show:

(i) Name of department for which vouchers will be certified.

(ii) Signature of certifying officer written exactly as vouchers will be signed.

(iii) Class of vouchers to be certified.

(iv) The official's signature and effective date.

(2) *Other departments and offices.* Other departments and offices requiring certifying officers will complete SF 210 in duplicate as prescribed in paragraph (c)(1) of this section, except for signature and date. Both copies will be sent to the Senior Assistant Postmaster General, Finance.

(3) *Submitting SF 210 to Postal Data Center disbursing officers.* The Chief Postal Inspector, the General Counsel, and the Senior Assistant Postmaster General, Finance, or their designees shall send signed originals of SF 210 to each of the disbursing officers affected and retain duplicates. These documents will be the official designations of the employees named on the SF 210 as certifying officers.

(d) *Maintaining designations.* Each group, department and office must keep current its designation of authorized certifying officers. When new or additional designations are made, the procedures for designating certifying

officers contained in this section shall be followed.

[38 FR 20404, July 31, 1973, as amended at 43 FR 29117, July 6, 1978; 51 FR 40798, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.8 Authority to designate certifying officers—field.

(a) *Delegation.* The following are authorized to designate certifying officers in Postal Data Centers and Inspection Service regions and divisions:

(1) The Chief Postal Inspector, for obligations of the Inspection Service.

(2) Postal Data Center Directors for obligations of all other regional functions.

(3) The New York Postal Data Center Director for obligations for Headquarters functions except those under § 222.7(a) (1) and (2) and those certified by the Senior Assistant Postmaster General, Finance, or designee.

(b) *Redelegation.* The officials named in paragraph (a) of this section are authorized to redelegate their authority to designate certifying officers. Redelegations shall be by letter to each disbursing officer affected, with the specimen signature of the person to whom authority is redelegated.

(c) *Designating certifying officers—(1) Regional Chief Postal Inspectors and Postal Inspectors-in-Charge.* Regional Chief Postal Inspectors and Postal Inspectors-in-Charge are designated certifying officers, as limited by the Chief Postal Inspector. They are authorized to designate certifying officers for obligations incurred by the Postal Inspection Service. They will complete SF 210 in duplicate to show:

(i) Postal Inspection Service region or division for which vouchers will be certified.

(ii) Signature of certifying officer written in the same manner that he will sign vouchers.

(iii) Class of vouchers to be certified.

(iv) Signature of the designating official and effective date. Regional Chief Postal Inspectors and Postal Inspectors—in—Charge are not authorized to redelegate their authority to designate authorized certifying officers.

(2) *Postal Data Center Directors.* Officers under direction of Postal Data Center Directors will complete SF 210 in duplicate as in paragraph (c)(1) of

United States Postal Service

§ 223.1

this section except for signature and date. Both copies will be sent to the appropriate Postal Data Center Director for completion.

(3) *Submitting SF 210 to disbursing officer.* The Regional Chief Postal Inspector, Postal Inspectors-in-Charge, and Postal Data Center Director (or designees) will send the originals of SF 210 to each disbursing officer affected and keep the duplicates. These will be the official designations of the employees named on the SF 210 as certifying officers.

(d) *Maintaining designations.* Each office under jurisdiction of the officials named in §222.8 must keep current its designation of authorized certifying officers. When new additional designations are made, this §222.8 shall be followed.

[38 FR 20404, July 31, 1973, as amended at 51 FR 40796, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.9 Delegation of authority to the Senior Assistant Postmaster General, Finance.

(a) *Delegation.* The Senior Assistant Postmaster General, Finance, may take final action on:

- (1) Claims for overpayment of pay.
- (2) Relief of accountable officers of liability for loss.
- (3) Relief of accountable officers of liability for illegal, improper, or incorrect payments.
- (4) Certifying officers' accountability.
- (5) Deposit to and withdrawal from Postal Service fund.
- (6) Collection of debts due the Postal Service with the exception of those falling under the jurisdiction of the Chief Postal Inspector.
- (7) Adjustment of claims of postmasters and Armed Forces postal clerks, including the loss of funds or valuable papers from their official custody resulting from burglary, fire, or unavoidable casualty, with concurrence by the General Counsel is cases involving doubtful questions of law or fact.

(b) *Redelegation.* The Senior Assistant Postmaster General, Finance, is authorized to redelegate all or part of the authority vested by paragraph (a) of

this section to such other officers or executives as deemed appropriate.

[38 FR 20404, July 31, 1973, as amended at 43 FR 29117, July 6, 1978; 51 FR 40798, Nov. 10, 1986; 54 FR 29707, July 14, 1989]

§ 222.10 Delegation of authority to the APMG, International Postal Affairs Department.

The APMG, International Postal Affairs Department, is authorized to sign Express Mail agreements with foreign postal administrations, and to sign technical agreements for the exchange of postal personnel and property with foreign postal administrations.

[41 FR 52299, Nov. 29, 1976, as amended at 51 FR 40798, Nov. 10, 1986]

PART 223—RELATIONSHIPS AND CHANNELS OF COMMUNICATION

Sec.

223.1 Relationships.

223.2 Channels of communication.

AUTHORITY: 39 U.S.C. 203, 204, 401(2), 402, 403, 404.

§ 223.1 Relationships.

(a) *Between Headquarters and Regions.* Each Headquarters group, department, and office shall provide guidance and policy interpretation to regional officials in its area of responsibility.

(b) *Between Postal Region Offices and Field Divisions.* The Regional Postmaster General shall provide guidance and direction to the respective field division general managers/postmasters within the region with the assistance of Regional Directors and their staffs in their areas of specialization.

(c) *Between Field Divisions and MSCs.* Field division general managers/postmasters and staffs shall provide guidance and direction to their respective MSC managers/postmasters.

(d) *Between Field Divisions and Bulk Mail Centers.* Field division general managers/postmasters and staffs shall provide guidance and direction to their Bulk Mail Center Managers.

[38 FR 20406, July 31, 1973, as amended at 43 FR 29117, July 6, 1978; 48 FR 1966, Jan. 17, 1983; 51 FR 40798, Nov. 10, 1986; 54 FR 29708, July 14, 1989]